

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Manager I	DISTRICT/DIVISION/OFFICE Office of Business and Economic Opportunity - Contract Evaluation Unit	
WORKING TITLE Contract Evaluation Unit Manager	POSITION NUMBER 913-088-4800-013	EFFECTIVE November 2013

As a valued member of the Caltrans team, you make it possible for the Department of Transportation (Caltrans) to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under general direction of a Staff Services Manager (SSM) II, the SSM I supervises, plans, organizes, and directs the activities of the Contract Evaluation Unit (CEU) and responsible for addressing Commercially Useful Function (CUF) issues. The incumbent is responsible for ensuring program compliance with state and federal regulations in relation to the Disadvantaged Business Enterprise (DBE), Small Business (SB), and Disabled Veteran Business Enterprise (DVBE) procurement and contract award activities.

TYPICAL DUTIES:

45% Essential Plan, organize, and direct the activities of the CEU. Review and develop policy and procedure recommendations, serve as departmental expert, and develop positive working relationships with internal and external customers. Supervise development and implementation of the Contract Evaluation Program strategies. Make the final recommendation on contracts for DBE Good Faith Effort Awards. Responsible for the evaluation of DBE/DVBE participation on Architectural & Engineering contracts. Provide DBE/DVBE CUF guidance to staff and other Caltrans Divisions, Districts, and Programs. Provide technical expertise in Good Faith Effort administrative reconsideration hearings.

25% Essential Provide direct supervision, training, development, and evaluation of staff to ensure deadlines are met. Provide leadership, counsel, direction, and resources for staff development. Ensures that completed staff work is accomplished and that all policies and procedures are followed in a timely manner. Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. Conduct, arrange and approve training

for staff to increase staff knowledge base. Delegate responsibility to staff to facilitate timely completion of work.

- 15% Essential** Direct evaluation of bid documents to ensure compliance with DBE or DVBE project goals. Develop and implement mechanisms to evaluate Good Faith Effort activities on contracts where goals are not met by the low bidder and/or the utilization of certified DBE/SB/DVBES. Ensure identification of participating DBE/ DVBEs and work specified to perform prior to contract award. Ensure contract evaluations are completed on a timely basis and complete contract awarded file for all awarded contracts. Work closely with OE, Division of Procurement and Contracts (DPAC), Division of Construction, and Department of General Services (DGS).
- 10% Essential** Direct the preparation of directives, policies, procedures, evaluation instruments, and data collection mechanisms required to carry out state and federal requirements. Make presentations to government officials and the public.
- 5% Marginal** Perform the most complex assignments and administrative functions. Attend and participate in conferences, workshops, and events to promote DBE/SB/DVBE procurement and contracting.

SUPERVISION RECEIVED:

The incumbent reports directly to the SSM II. The incumbent is expected to work independently with minimal supervision.

SUPERVISION EXERCISED:

The incumbent supervises the general day-to-day operations of the Contract Evaluation Unit, directs the activities of five Associate Governmental Program Analysts and provides functional guidance to the Districts and Programs. The incumbent may act as backup to the SSM II in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS:

The incumbent functions as an expert in contract evaluation and have working knowledge of the DBE Certification requirements. Must possess knowledge of state and federal requirements, departmental policies and procedures regarding supervising staff, including labor relations, equal employment opportunity, progressive discipline, reasonable accommodation, sexual harassment prevention, and discrimination prevention.

The incumbent must be able to work independently and as a member of the management team and must strive to supervise using the team concept. Ability to effectively communicate ideas and information, verbally and in writing, be clear and concise; utilize appropriate grammar;

respond appropriately. Ability to set well-established and realistic unit goals and effectively manage and coordinate projects to successful completion. Ability to establish and maintain good working relationships with internal and external partners. Exhibit good judgment and decision making when evaluating funding, staff, and program information, and be able to set priorities and meet deadlines. Ability to make sound, well-informed and objective decisions; perceive the impact and implications of decisions; commit to action, even in uncertain situations, to accomplish goals. Independently analyze complex issues and make recommendations to Caltrans management.

RESPONSIBILITY FOR DECISIONS, ACTIONS, AND CONSEQUENCES:

The SSM I will provide direction, counsel staff, and evaluate sensitive information. Poor judgement could result in litigation and adversely impact Caltrans. The incumbent must be able to interpret regulations correctly and make sound decisions to enable Caltrans to comply with state and federal regulations. Poor decisions may have a major impact on transportation funding for Caltrans projects if the Contract Evaluation Unit obligations are not met, are not accurate, are not comprehensive, and/or not timely.

PUBLIC AND INTERNAL CONTACTS:

Attend meetings with state and federal officials on DBE/SB/DVBE issues. The SSM I will have contact with prime and DBE/SB/DVBE contractors and the general public, by telephone or in person.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial lighting. The incumbent will be required to periodically travel statewide and may be required to work outside the usual hours of the workday in order to supervise and observe staff while carrying out the activities of the Contract Evaluation Unit.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Engage in sustained mental activity to produce reports, problem solving, and analysis. Develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged individuals, issues, or problems, and provide appropriate responses. The incumbent must be able to deal effectively with pressure and intensity and remain optimistic and persistent, even under adversity. Must have the ability to multi-task and adapt to changes in priorities and complete tasks or projects with short notice.

I certify that I can perform the duties listed above with/without reasonable accommodation.

EMPLOYEE

DATE